

Guidelines for the North American Waterfowl Management Plan Science Support Team Technical Report Library

Submitted by:

Mike Brasher, Anne Bartuszevige, Carol Beardmore, Jorge Coppen,
Mark Petrie, Christina Sloop, and Greg Soulliere

Submitted on:

2 April 2013

Background

In support of its mission to *“help strengthen the biological foundations of the North American Waterfowl Management Plan (NAWMP) and facilitate continuous improvement of Plan conservation programs,”* the NAWMP Science Support Team (NSST) works largely through standing and ad-hoc committees. NSST committees provide technical reviews and offer recommendations on issues related to planning, implementation, evaluation, and refinement of waterfowl habitat conservation in support of the goals of the NAWMP. The findings of NSST committees are often presented via written reports (i.e., “white papers”) not typically suitable for peer-reviewed journals due to narrow scope and associated lack of relevance to a wide audience. The lack of publication outlets for which NSST products are relevant inevitably leads to limited distribution of NSST reports and their gradual fading into the obscurity of “gray literature,” which potentially marginalizes the value of NSST efforts. Thus, a need exists to establish a process for archiving technical reports and informational summaries generated by committees of the NSST. Not only would this elevate the visibility of the NSST’s work, it would also ensure the resulting products are permanently archived and easily accessible by other members of the migratory bird management community.

Purposes of an NSST Technical Report Library:

1. to provide a convenient and citable repository for technical reports and informational summaries generated by committees of the NSST,
2. to ensure products of the NSST are permanently archived and easily accessible by other members of the migratory bird community, and
3. to elevate the visibility and value of the NSST and its accomplishments.

Guidelines for an NSST Technical Report Library:

1. The following types of reports will be considered for inclusion in the NSST Technical Report Library:
 - a. Reports produced by standing or ad-hoc committees of the NSST, including the Pintail Action Group, Scaup Action Team, and NSST Executive Committee (EC).
 - b. Reports initiated by committees outside the NSST but which were subsequently brought to the NSST for regular engagement and repeated (≥ 2) technical

reviews, wherein such reports were deemed to contribute to one or more aspects of the NSST Work Plan or other priorities of the NSST.

2. Process for review and approval:

- a. Reports of standing or ad-hoc committees of the NSST will be automatically included in the NSST Technical Report Library upon receiving final approval by the responsible committee and the full membership of the NSST. The process for NSST approval of final committee reports is as follows:
 - i. Upon review and approval by the responsible committee, the draft final report will be submitted to the NSST EC for initial review. The NAWMP Coordinator or NSST Chair will coordinate review by the EC. Review period for the EC should not exceed 2 weeks.
 - ii. If the EC identifies major concerns or recommends substantial edits to the draft report, the responsible committee will address these concerns/edits and resubmit to the EC. If the EC deems their concerns/edits to have been satisfactorily addressed, they will recommend forwarding the report for review by the full NSST. If, upon their initial review, the EC does not identify major concerns or recommends only minor edits, the EC may at its discretion recommend forwarding the report for review by the NSST membership before addressing the EC's concerns/edits.
 - iii. The NAWMP Coordinator or NSST Chair will coordinate distribution to and review by the NSST membership. Review period for the NSST should not exceed 4 weeks.
 - iv. If any NSST member expresses major concerns with the content or conclusions of a draft report, the NSST EC will facilitate an appropriate resolution of the concerns, likely via dedicated discussions at the next meeting of the full NSST. Final approval will be sought following resolution of the concerns, whether at the meeting during which discussions occur or following further review after the meeting. If NSST members express only minor concerns/edits with the draft report, final approval will be granted once these concerns and edits have been addressed.
- b. Reports initiated by committees outside the NSST, but subsequently brought to the NSST for repeated technical review and regular engagement (i.e., see guideline 1.b.), will be considered for the NSST Technical Report Library only if so requested by the initiating group or committee.
 - i. Requests for technical review of reports initiated outside the NSST, as well as subsequent requests for their inclusion in the Library, shall be directed to the EC. The EC will provide an initial determination of whether the subject report contributes to NSST priorities.

- ii. If the EC deems the subject report to not contribute to NSST priorities, then NSST review will not occur. If, however, the EC deems the committee's work or report to contribute to NSST priorities, then NSST engagement and/or review will be initiated.
 - iii. The review process for reports initiated by external committees will be identical to that described for reports generated by NSST committees. Reports will be included in the Library only if requested and after review and approval by the entire membership of the NSST.
 - c. Only the final version of a report, regardless of its origin, will be approved for inclusion in the NSST Technical Report Library.
- 3. Recommended report formatting:
 - a. Recognizing that the topics addressed by NSST Technical Reports will vary in scope, technical detail, application, and best method for assimilating relevant information, formatting guidelines for reports within this Library will be flexible. However, reports should minimally include the following elements:
 - i. Title
 - ii. List of contributing authors and associated addresses (included on the title page)
 - iii. Identification of the committee responsible for generating the report, if applicable (included on the page immediately following the title page)
 - iv. Recommended citation (included on the page immediately following the title page), see Literature Cited section of these guidelines for an example
 - v. Abstract
 - vi. Main body (specific elements of the main body and their labels will be left to the discretion of authors)
 - vii. Summary (brief summary of salient findings or recommendations)
 - viii. Literature Cited
 - b. When applicable, it is recommended that authors use the formatting established by the Regional Population Abundance Objectives Committee (Petrie et al. 2011).
- 4. Report numbering convention
 - a. All reports approved for inclusion in the NSST Technical Report Library will be issued a report number according to the following convention:

"North American Waterfowl Management Plan Science Support Team
Technical Report No. yyyy-xx"

Within this convention, “yyyy-xx” shall correspond to the year and sequence in which a report was approved (e.g., Technical Report No. 2012-02 would identify the second report approved during 2012).

- b. During years when multiple reports are approved for inclusion, the NAWMP Coordinator will coordinate assignment of report numbers based on the sequence in which reports were approved.
 - c. Upon approval of these guidelines, existing NSST reports will be retroactively incorporated into the Technical Report Library. These reports will be modified to satisfy at least formatting requirements 3.a.i – 3.a.iv and the Report numbering convention, and may be modified to meet all minimum formatting requirements.
5. Archival location:
- a. The NSST Technical Report Library will be electronically available at the following location: (<http://www.fws.gov/birdhabitat/NAWMP/NSST/technicalreports.shtm>), with the link labeled “Technical Report Library.”

Literature Cited

Petrie, M. J., M. G. Brasher, G. J. Soulliere, J. M. Tirpak, D. B. Pool, and R. R. Reker. 2011. Guidelines for establishing Joint Venture waterfowl population abundance objectives. North American Waterfowl Management Plan Science Support Team Technical Report No. 2011-1. 34pp.